



**COMMUNITY ACTION PARTNERSHIP**  
**Dickinson, North Dakota**

**Position Description**

**Department:** Head Start/Early Head Start      **Status:** Non-exempt  
**Position Title:** Assistant Cook      **Grade Level:** C  
**Immediate Supervisor:** Head Cook

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Assists with the purchasing and preparing of foods for the Head Start/Early Head Start program. Assists with meeting the nutritional component of the Head Start/Early Head Start program.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the Head Start/Early Head Start program and direction of the program.
3. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Attends meetings, workshops, and training sessions as required by the Program Director.
7. Participates on program related committees as approved by the Program Director.
8. Is required to travel by ground or air to meetings, conferences, trainings, etc.
9. Continues professional growth through educational and training experiences in their field.
10. Washes and sanitizes all dishes and utensils used in the program in accordance with health standards.
11. Maintains inventory of utensils and classroom dishes.
12. Assists in preparing nutritional food portions to meet CACFP and sanitary requirements.
13. Prepares approved menus for breakfast, lunch and snacks in nutritional portions to meet CACFP, sanitary and nutritional requirements in a cost effective manner.
14. Distributes meals and snacks to the classroom at appointed time.
15. Prepares food items for socializations.
16. Assists in preparing and serving food items for special meetings.
17. Removes garbage and trash from kitchen daily.
18. Follows Head Cook directives in completing daily tasks.
19. Will assume the role of the Head Cook in their absence on a rotating basis per Head Cook or Health Coordinator discretion.

**C. SUPERVISORY RESPONSIBILITIES:**

None

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

**Required**

1. High School Diploma, GED or the equivalent.
2. Experience in quantity food preparation.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Current CPR and First Aid Certification, preferred.

**E. PHYSICAL DEMANDS:**

**Constantly:**

Vision correctable to near 20/20

**Frequently:**

Walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands, and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination,

**Occasionally:**

Sitting, pushing and pulling, reaching down and overhead, lifts and carries up to 30 pounds.

**F. WORK ENVIRONMENT:**

**Constantly:**

In confined spaces, dry environment, noisy

**Frequently:**

In high stress situations

**Occasionally:**

Works outdoors, cold and hot environment, alone, working irregular hours and off shift/rotating schedule, works with irritant chemicals, sprays, mists, vapors, fumes, uses gloves or protective equipment, in emergency situations. Position may require the need to work non-traditional work hours as assigned by Program Director.